

DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES
EMERGENCY MEDICAL SERVICES AND TRAUMA SYSTEMS SECTION



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GOVERNOR

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STATE OF MONTANA

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October 14, 2008

Dear Interested Emergency Care Providers and Stakeholders,

The EMS and Trauma Systems Section of the Montana Department of Public Health and Human Services is forming a **Montana Emergency Care Committee** to advise the Department on activities and strategies which help us achieve our mission to *reduce death and disability by providing leadership and coordination to the emergency care community in assessing, planning, developing and promoting comprehensive, evidence-based emergency medical and trauma services.*

Consisting of a partnership representing various groups and organizations, these key stakeholders will help the Department develop a strategic plan which outlines priorities and activities which will make measurable improvements in our emergency care system over the next years.

We expect this committee to meet quarterly and while some meetings and workgroup business will be face-to-face, we also plan to utilize other technologies as appropriate. In addition to these meetings, members will be expected to review and research materials about many of the issues. In order to provide for ongoing continuity of the committee over time, appointments will be for 2 years and reapplication will be necessary at the end of the appointment. We will reimburse travel expenses at the state rates.

If you are interested, please return your application to the EMSTS Section by November 15, 2008. We anticipate that Joan Miles, Department Director, will make appointments to the committee by late November and the first meeting of the committee will be held in January 2009.

Sincerely,

A handwritten signature in blue ink that reads "Jim DeTienne".

Jim DeTienne, Supervisor
EMS & Trauma Systems Section
(406) 444-3895
jdettienne@mt.gov

Montana Emergency Care Committee

Purpose

The **Emergency Care Committee** is a multidisciplinary, advisory group of stakeholders brought together to help the EMS and Trauma Systems Section undertake a number of activities to improve Montana's emergency care system and achieve its mission to *reduce death and disability by providing leadership and coordination to the emergency care community in assessing, planning, developing and promoting comprehensive, evidence-based emergency medical and trauma services.*

Primary Role of the Council

The primary role of the committee is to help the Department develop a strategic plan which outlines and prioritizes activities which will make measurable improvements in Montana's emergency care system over the next years. Key issues include:

- Development of a comprehensive information management system;
- Development of a data-driven system evaluation and quality improvement program;
- Implementation of various statutory and rule changes relative to medical direction, complaint investigation and data collection;
- Workforce development, training and other strategies that assure that services and EMTs are ready to provide a quick and appropriate response when called;
- Review system data and make recommendations for system improvement based on data;
- Assist with development of emergency care standards, benchmarks and guidelines;
- Strategies which enable the Department to meet national standards for emergency care system development.

Membership

Committee membership is comprised of representatives from the following stakeholder groups:

- **EMS medical director** from a rural community
- **EMS medical director** from an urban community
- **Non-transporting EMS service** representative
- **EMS service representative** from a **rural community**
- **EMS service representative** from an **urban/career service**
- **Air medical EMS service** representative
- **Tribal EMS service** representative
- **Registered nurse** from a **rural facility**
- **Registered nurse** from an **urban facility** – trauma background preferred
- **Montana Hospital Association** representative
- Representative from the **Montana Tribal Leaders Council**
- Representative from the **Montana Public Health Association**
- Representative from the **Montana State Fire Chiefs Association**
- Representative from the **Montana Sheriffs and Peace Officers Association**
- Representative of the **Montana Association of Public-Safety Communications (APCO) Chapter**
- Representative of the **Montana State Trauma Care Committee**
- **Montana Legislator**

- **An EMT at-large**
- **A consumer at-large**

Persons interested in appointment to the committee submit applications on forms provided by the Department. Appointments are made by the Department Director and are for two-year terms. It's expected the committee will meet quarterly and engagement of members in these and other activities is essential. The committee elects one Chairperson annually. The EMSTS Section will provide staff assistance to the committee for conduct of meetings.

Ex officio members of the committee who will also be invited and encouraged to participate in committee activities include:

- Department of Labor and Industry, Board of Medical Examiners
- Department of Labor and Industry, Board of Nursing
- Montana Office of Rural Health
- Department of Transportation, Highway Traffic Safety Office
- Department of Military Affairs, Disaster and Emergency Services

Members will be reimbursed for travel and expenses at state rates.

The desired method for activities and actions of the committee is through consensus. Consensus is defined as agreement about the decision. Consensus is reached when every member has the opportunity for input, understands the decision, and is prepared to support it.

Focus Groups

Focus groups may be created to address interests of the committee. Focus groups shall dissolve when it is established that their purpose and function is complete or is no longer applicable. Tasks and products of any such groups shall be defined by the committee chairperson and EMSTS.

The following are focus groups of the committee:

- State Trauma Care Committee (Membership and conduct of business for the State Trauma Care Committee is governed by MCA 50-6 part 4 and associated rules)
- Prehospital Focus Group
- Injury Prevention Focus Group
- Pediatric Focus Group

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Application for Membership to the Montana Emergency Care Committee

(electronic copies of this application available on the <http://MontanaEMS.mt.gov> website)

1. The commitment for the Montana Emergency Care Committee is anticipated to be time for quarterly meetings as well as additional study and focus groups as needed for special issues. Regular participation is critical to the success of this committee. Are you available and willing to make that time commitment? (Travel will be reimbursed at state rates).

2. Please select which organization(s) from the introduction letter you wish to represent and a description of your experience in emergency care. Describe what makes you especially well-qualified to contribute to this committee.

3. How would you keep others in your constituency (for example, EMS services, hospitals, EMTs, law enforcement officers, etc) informed about the work of this group?

4. What interests/motivates you to participate in this group?

5. What do you perceive to be the benefits of participating in this committee?

6. Your signature below indicates your agreement to the time involved with regular commitment to committee meetings, other research and reading and focus groups as appropriate.

Application for Membership to the Montana Emergency Care Committee

Name:

Address:

City, State, Zip:

Phone:

Email:

Signature of Applicant

Return to: Jim DeTienne, EMS & Trauma Systems Section, PO Box 202951, Helena MT 59620.
Please return by October 31, 2008.